



ASSOCIATE ENVIRONMENTAL PLANNER  
OPEN, NON-PROMOTIONAL  
STATEWIDE  
FINAL FILING DATE: FEBRUARY 27, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN NON-PROMOTIONAL	Applications will be accepted on an open, non-promotional basis only.				
HOW TO APPLY	<p>Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b>, personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.</b></p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5325</td></tr></table> <p><b>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet at <a href="http://spb.ca.gov/jobs/stateapp.htm">http://spb.ca.gov/jobs/stateapp.htm</a>.</p>	FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5325
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.				
SALARY RANGE	<b>\$4619 - \$5616</b>				
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during April/May 2009.				
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>				
MINIMUM QUALIFICATIONS	<p style="text-align: center;"><b>Either I</b></p> <p>One year in the California state service performing environmental planning, analysis, research or evaluation in a class at a level equivalent to that of Environmental Planner, Range C.</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> Three years of experience in environmental planning, research, analysis, or evaluation, at least one year of which must have been equivalent in level to work performed by an Environmental Planner, Range C, in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for the three years of required experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) <b>and</b></p> <p><b>Experience:</b> Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>				
ADDITIONAL DESIRABLE QUALIFICATIONS	College level courses related to environmental planning.				
POSITION DESCRIPTION	This is the full journey person level. Under general direction, plans and carries out the details of the most difficult and complex studies. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION  
INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

This series specification describes classes used to plan, develop, evaluate, and mitigate a wide variety of environmental planning and project activities. As part of an interdisciplinary team, incumbents in these classes will integrate social, economic, and environmental elements of systems and project planning into statewide and interregional facilities planning and development.

A. Knowledge of:

1. General ecology or general principles behind planning for the conservation and preservation of natural resources.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for purposes of data gathering.
4. Techniques and methods of evaluation of environmental impacts.
5. Various types of public facilities and how they service the community.
6. State and Federal laws and regulations relating to the environment.
7. State, local and regional governmental organizations as they relate to environmental planning specific knowledge of either the social sciences, natural sciences or environmental design arts.
8. Trends in environmental, urban and regional planning.
9. Trends in Federal, State and local environmental assessment and mitigation reports, impact statements and/or negative declarations.
10. Principles of effective supervision.

B. Ability to:

1. Analyze environmental situations accurately.
2. Gather and analyze data.
3. Prepare written reports.
4. Work effectively with others as an interdisciplinary team member.
5. Conduct interviews for data gathering.
6. Apply general techniques of insuring participation in the planning process.
7. Coordinate environmental planning, research, and analysis of proposed projects.
8. Make an assessment of an existing environment.
9. Write environmental documents.
10. Plan and carry out complex studies.
11. Direct the work of others engaged in planning studies.
12. Participate in public presentations.
13. Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.

ELIGIBLE LIST  
INFORMATION

An open, non-promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

GENERAL INFORMATION

**It is the candidate’s responsibility** to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature, it is the candidate’s responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-5325**, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.